### Michigan Deptartment of Treasury 496 (2-04) Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.	eport							
Local Government Type City Township Village Ot	Local Government Name		County					
Audit Date Opinion Date Date Accountant Report Submitted to State:								
We have audited the financial statements of accordance with the Statements of the Grandial Statements for Counties and Local	overnmental Accounting Standar	ds Board (GASB) and the	Uniform Reporting Format fo					
We affirm that:								
We have complied with the Bulletin for the second sec	ne Audits of Local Units of Govern	ment in Michigan as revised						
We are certified public accountants regis	stered to practice in Michigan.							
We further affirm the following. "Yes" respon comments and recommendations	ses have been disclosed in the fir	nancial statements, including	the notes, or in the report of					
You must check the applicable box for each i	tem below.							
Yes No 1. Certain component	units/funds/agencies of the local ι	unit are excluded from the fin	ancial statements.					
Yes No 2. There are accumula 275 of 1980).	ated deficits in one or more of th	is unit's unreserved fund ba	alances/retained earnings (P.A.					
Yes No 3. There are instance amended).	s of non-compliance with the Ur	niform Accounting and Budo	geting Act (P.A. 2 of 1968, as					
<u> </u>	violated the conditions of either order issued under the Emergence		Municipal Finance Act or its					
<u> </u>	s deposits/investments which do 29.91], or P.A. 55 of 1982, as am		equirements. (P.A. 20 of 1943,					
Yes No 6. The local unit has b	een delinquent in distributing tax r	evenues that were collected	for another taxing unit.					
Yes No 7. pension benefits (n	violated the Constitutional requirormal costs) in the current year. In the normal cost requirement, no	If the plan is more than 100	0% funded and the overfunding					
Yes No 8. The local unit uses (MCL 129.241).	credit cards and has not adopt	red an applicable policy as	required by P.A. 266 of 1995					
Yes No 9. The local unit has n	ot adopted an investment policy a	s required by P.A. 196 of 199	97 (MCL 129.95).					
We have enclosed the following:		Enclosed	To Be Not Forwarded Required					
The letter of comments and recommendation	ns.							
Reports on individual federal financial assist	ance programs (program audits).							
Single Audit Reports (ASLGU).								
Certified Public Accountant (Firm Name)								
Street Address	City	St	ate ZIP Code					
Accountant Signature Signature Signature	P. c .	Da	ate					

# Township of Valley Allegan County, Michigan FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT

#### **CONTENTS**

	Page
INDEPENDENT AUDITORS' REPORT	3
BASIC FINANCIAL STATEMENTS Government-wide financial statements: Statement of net assets Statement of activities	4 5
Fund financial statements:  Balance sheet - governmental funds  Statement of revenues, expenditures, and changes in fund balances - governmental funds	6 7 - 8
Notes to financial statements	9 - 14
REQUIRED SUPPLEMENTARY INFORMATION  Budgetary comparison schedules:  General Fund Fire Fund Road Fund	15 - 16 17 18



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#### INDEPENDENT AUDITORS' REPORT

Board of Trustees Township of Valley, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Valley, Michigan, as of March 31, 2006, and for the year then ended, which collectively comprise the Township's basic financial statements, as listed in the contents. These financial statements are the responsibility of the Township of Valley, Michigan's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Valley, Michigan, as of March 31, 2006, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with U.S. generally accepted accounting principles.

The budgetary comparison schedules, as listed in the contents, are not required parts of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it. The Township of Valley, Michigan has not presented the management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be a part of, the financial statements.

Sigfied Crowded A.C.

#### **BASIC FINANCIAL STATEMENTS**

### Township of Valley STATEMENT OF NET ASSETS

March 31, 2006

	Governmental activities
ASSETS	
Current assets:	
Cash	. \$ 374,538
Receivables, net	54,038
Total current assets	428,576
Noncurrent assets:	
Receivables, net	
Capital assets, net of accumulated depreciation	172,460
Total noncurrent assets	172,460
Total assets	601,036
LIABILITIES	
Current liabilities - payables	15,899
NET ASSETS	
Invested in capital assets Restricted for:	172,460
Public safety	78,948
Public works	150,983
Unrestricted	182,746
Total net assets	\$ 585,137

### Township of Valley STATEMENT OF ACTIVITIES

				Program	Net (expenses) revenues and changes in net assets																							
	Expenses		Expenses		Expenses		Expenses		Expenses		Expenses		Expenses		Expenses		Expenses		Expenses		Expenses			arges for ervices	Operating grants and contributions		Governmental activities	
Functions/Programs		_																										
Governmental activities:																												
Legislative		1,200	\$	-	\$	-	\$	(4,200)																				
General government		2,146		23,720		-		(148,426)																				
Public safety		5,565		28,525		-		(17,040)																				
Public works	49	9,185		12,949		3,307		(32,929)																				
Community and economic								(4.4.4.4.																				
development		5,660		4,243		~		(11,417)																				
Recreation and cultural		2,500						(2,500)																				
Total governmental																												
activities	\$ 289	9,256	\$	69,437	\$	3,307		(216,512)																				
	Genera	al reve	nues	• •																								
	Ta	xes						163,568																				
	Sta	ate gra	ants					124,944																				
	Fra	anchis	e fee	s				501																				
	Inv	estme	ent in	come				7,146																				
		Tota	al ger	neral reven	iues			296,159																				
	Change	e in ne	et ass	ets				79,647																				
	Net ass	sets - I	begin	ining				505,490																				
	Net ass	sets - (	endin	g			\$	585,137																				

### Township of Valley BALANCE SHEET - governmental funds

March 31, 2006

	General	Fire	Road	Nonmajor governmental Revolving Improvement	gove	Total ernmental funds
ASSETS						
Cash Receivables	\$ 125,302 38,521	\$ 80,866 5,440	\$ 145,543 <u>5,440</u>	\$ 22,827 4,637	\$	374,538 54,038
Total assets	\$ 163,823	\$ 86,306	\$ 150,983	\$ 27,464	\$	428,576
LIABILITIES AND FUND BALANCES						
Liabilities - payables	\$ 8,541	\$ 7.358	\$ -	\$ -	\$	15,899
Liabilities payables	<b>4</b> 5,5 · · ·	.,	•	•	·	•
Fund balances - unreserved	155,282	78,948	150,983	27,464		412,677
Total liabilities and	<b># 400 000</b>	A 00 000	<b># 450,000</b>	¢ 07.464	Φ.	400 E76
fund balances	<u>\$ 163,823</u>	<u>\$ 86,306</u>	<u>\$ 150,983</u>	<u>\$ 27,464</u>	<u>\$</u>	428,576
Total fund balances - total gover	nmental fund	ds			\$	412,677
•						
Amounts reported for <i>governmen</i> (page 6) are different because:	ntal activities	in the state	ment of net a	assets		
Capital assets used in governme	ontal activitio	e are not find	ancial recour			
and, therefore, are not reported			anciai 163001	003		172,460
and, morotoro, are not reported	iii dio lando.					
Net assets of governmental activ	⁄ities				<u>\$</u>	585,137

# Township of Valley STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES governmental funds

·	General	Fire	Road	Nonmajor governmental Revolving Improvement	Total governmental funds
REVENUES	<b>A</b> 07 004	<b>6</b> 50 404	¢ 50 400	ф	e 400 400
Taxes	\$ 67,681	\$ 59,401	\$ 59,406	\$ -	\$ 186,488
Licenses and permits	22,962	-	_	-	22,962
State grants	124,944	-	-	-	124,944
Charges for services	9,891	5,563	-	-	15,454
Interest	7,146	-	· -	-	7,146
Other	15,632			26,515	42,147
Total revenues	248,256	64,964	59,406	26,515	399,141
EXPENDITURES					
Legislative	4,200	-	-	_	4,200
General government	168,446	-	-	-	168, <del>44</del> 6
Public safety	24,635	20,930	<u>.</u> ·	···	45,565
Public works	2,197	· -	41,764	3,355	47,316
Community and economic					
development	15.660	-	-	_	15,660
Recreation and cultural	2,500	_	_	-	2,500
Capital outlay	13,540				13,540
Total expenditures	231,178	20,930	41,764	3,355	297,227
NET CHANGES IN FUND BALANCES	17,078	44,034	17,642	23,160	101,914
FUND BALANCES - BEGINNING	138,204	34,914	133,341	4,304	310,763
FUND BALANCES - ENDING	\$155,282	\$ 78,948	\$150,983	\$ 27,464	\$ 412,677

## Township of Valley STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES governmental funds (Continued)

	gov 	Total ernmental funds
Net change in fund balances - total governmental funds	\$	101,914
Amounts reported for <i>governmental activities</i> in the statement of activities (page 6) are different because:		
Capital assets: Assets acquired Provision for depreciation		11,600 (9,637)
Change in other assets/liabilities:  Net decrease in deferred revenue		(24,230)
Change in net assets of governmental activities	<u>\$</u>	79,647

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Township of Valley, Michigan (the Township), conform to U.S. generally accepted accounting principles (hereinafter referred to as generally accepted accounting principles) as applicable to governments. The following is a summary of the more significant policies.

a) Reporting entity:

The accompanying financial statements present only the Township. There are no component units, entities for which the Township is considered to be financially accountable.

b) Government-wide and fund financial statements:

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the Township. The effect of inter-fund activity has been removed from these statements. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

c) Measurement focus, basis of accounting, and financial statement presentation:

The government-wide financial statements are reported using the economic resources, measurement focus, and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Private-sector standards of accounting issued prior to December 1, 1989, are generally followed in the government-wide financial statements to the extent that those standards do not conflict with the standards of the Governmental Accounting Standards Board (GASB).

Governmental fund financial statements are reported using the current financial resources, measurement focus, and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Township generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

c) Measurement focus, basis of accounting, and financial statement presentation (continued): State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when cash is received by the government.

The Township reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund. Revenues are primarily derived from property taxes and state shared revenue.

The Fire Fund accounts for the financial resources used for the operations of the fire department. Revenues are primarily derived from property taxes.

The Road Fund accounts for the financial resources used for the improvement, repairs and maintenance of roads in the Township. Revenues are primarily derived from property taxes.

The Township reports a single fiduciary fund, Agency Fund, which accounts for assets held by the Township in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

- d) Assets, liabilities, and net assets or equity:
  - i) Bank deposits Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Pooled interest income is proportionately allocated to all funds.
  - ii) Receivables No allowance for uncollectible accounts has been recorded as the Township considers all receivables to be fully collectible.
  - iii) Capital assets Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the government as assets, other than infrastructure with an initial individual cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Governments can elect to account for infrastructure assets either retroactively to June 15, 1980, or prospectively. The Township has elected to account for infrastructure assets prospectively, beginning April 1, 2005.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

d) Assets, liabilities, and net assets or equity (continued):

iii) Capital assets (continued) -

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements 15 - 40 years

Equipment

3 - 5 years

Infrastructure

10 - 40 years

- iv) Fund equity In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.
- v) Property tax revenue recognition Property taxes are levied as of December 1 on property values assessed as of December 31 of the prior year. The billings are due on or before February 14, after which time the bill becomes delinquent and penalties and interest may be assessed by the Township. The Township considers property taxes levied December 1 to be revenue of the current year.

#### NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY:

Budgetary information - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. The budget document presents information by fund, function, and department. The legal level of budgetary control adopted by the governing body is the function level. All annual appropriations lapse at the end of the fiscal year. The Township had no significant budget variations during the fiscal year.

#### NOTE 3 - CASH:

#### Deposits with financial institutions:

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) and the Township's investment policy authorize the Township to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations that have an office in Michigan. The Township's deposits are in accordance with statutory authority.

Custodial credit risk of deposits is the risk that, in the event of the failure of a depository financial institution, the Township will not be able to recover its deposits. Deposits are exposed to custodial credit risk if they are not covered by depository insurance and are uncollateralized. As of March 31, 2006, \$172,865 of the Township's bank balances of \$374,589 was exposed to custodial credit risk because it was uninsured.

#### NOTE 3 - CASH (Continued):

The Township believes that it is impractical to insure all bank deposits due to the amounts of the deposits and the limits of FDIC insurance. As a result, the Township evaluates each financial institution with which it deposits funds and assesses the risk level of each institution. Only the institutions with an acceptable estimated risk level are used as depositories.

#### NOTE 4 - RECEIVABLES:

Receivables as of year end for the government's individual major and nonmajor funds, in the aggregate, are as follows:

Fund	_A	ccounts_	operty axes		Special sessments	Inter- ernmental	 Totals_
General Fire Road	\$	12,232 - -	\$ 5,502 5,440 5,440	\$	-	\$ 20,787	\$ 38,521 5,440 5,440
Other governmental		-	 		4,637	 	 4,637
Totals	\$	12,232	\$ 16,382	<u>\$</u>	4,637	\$ 20,787	\$ 54,038

All receivables are due within one year and are considered fully collectible.

#### NOTE 5 - CAPITAL ASSETS:

Capital asset activity for the year ended March 31, 2006, was as follows:

	Beginning balance	Increases	Decreases	Ending balance	
Governmental activities:					
Capital assets not being depreciated - land	\$ 8,151	<u> </u>	\$ -	<u>\$ 8,151</u>	
Capital assets being depreciated:					
Buildings and improvements	217,917	11,600	_	229,517	
Equipment	20,993	`-	<b>-</b> '	20,993	
Infrastructure	43,893			43,893	
Subtotal	282,803	11,600		294,403	
Less accumulated depreciation for:					
Buildings and improvments	106,173	2,675	_	108,848	
Equipment	9,895	2,573	-	12,468	
Infrastructure	4,389	4,389		8,778	
Subtotal	120,457	9,637		130,094	
Total capital assets being depreciated, net	162,346	1,963	· -	164,309	
Governmental activities capital assets, net	\$ 170,497	<u>\$ 1,963</u>	<u>\$</u>	\$ 172,460	

Depreciation expense was charged to functions of the Township as follows:

Governmental activities:

General government \$ 5,248 Public works 4,389

\$ 9,637

### Township of Valley NOTES TO FINANCIAL STATEMENTS (Continued)

#### NOTE 6 - CONSTRUCTION CODE ACT:

A summary of construction code enforcement transactions for the year ended March 31, 2006, is as follows:

Revenues

\$ 22,962

Expenses

(32, 235)

Deficiency of revenues over expenses

\$ (9,273)

#### NOTE 7 - RISK MANAGEMENT:

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for each of these claims and is neither self-insured nor participates in a shared-risk pool. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

#### REQUIRED SUPPLEMENTARY INFORMATION

### Township of Valley BUDGETARY COMPARISON SCHEDULE - General Fund

	Original budget	Amended budget	Actual	Variance favorable (unfavorable)
REVENUES				
Taxes	\$ 64,432	\$ 64,432	\$ 67,681	\$ 3,249
Licenses and permits	37,730	37,730	22,962	(14,768)
State grants	124,067	124,067	124,944	877
Charges for services	13,560	13,560	9,891	(3,669)
Fines and forfeitures	300	300		(300)
Interest	2,000	2,000	7,146	5,146
Other			15,632	15,632
Total revenues	242,089	242,089	248,256	6,167
EXPENDITURES				
Legislative	4,200	4,200	4,200	<del>-</del>
General government:			•	
Supervisor	18,900	18,400	18,341	59
Election	5,000	1,300	1,008	292
Assessor	19,500	19,200	17,773	1,427
Clerk	23,500	22,040	22,081	(41)
Board of review	2,100	2,140	2,141	(1)
Treasurer	27,000	24,800	25,206	(406)
Hall and grounds	30,300	23,000	17,397	5,603
Cemetery	10,000	6,350	6,441	(91)
Other	73,152	60,558	58,058	2,500
Total general				
government	209,452	177,788	168,446	9,342
Public safety:				
Emergency medical services	4,000	4,000	4,000	-
Inspections	20,750	20,750	20,635	115
Total public safety	24,750	24,750	24,635	115
Public works	2,100	2,100	2,197	(97)

### Township of Valley BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)

	Original budget	Amended budget	Actual	Variance favorable (unfavorable)
EXPENDITURES (Continued) Community and economic development	\$ 20,730	\$ 16,800	\$ 15,660	\$ 1,140
Recreation and culture	2,500	2,500	2,500	
Capital outlay	16,600	13,540	13,540	
Total expenditures	280,332	241,678	231,178	10,500
NET CHANGES IN FUND BALANCES	(38,243)	411	17,078	(4,333)
FUND BALANCES - BEGINNING	138,204	138,204	138,204	
FUND BALANCES - ENDING	<u>\$ 99,961</u>	\$ 138,61 <u>5</u>	\$ 155,282	\$ (4,333)

### Township of Valley BUDGETARY COMPARISON SCHEDULE - Fire Fund

	Original budget		Amended budget		Actual		fav	riance rorable nvorable)
REVENUES								
Taxes	\$	56,000	\$	56,000	\$	59,401	\$	3,401
Charges for services		4,000		4,000		5,563		1,56 <u>3</u>
Total revenues		60,000		60,000		64,964		4,964
EXPENDITURES Public safety	_	30,000		23,220		20,930		2,290
NET CHANGES IN FUND BALANCES		30,000		36,780		44,034		7,254
FUND BALANCES - BEGINNING		34,914		34,914		34,914		<u>-</u>
FUND BALANCES - ENDING	\$	64,914	\$	71,694	\$	78,948	\$	7,254

### Township of Valley BUDGETARY COMPARISON SCHEDULE - Road Fund

	Original budget		Amended budget		Actual		Variance favorable (unfavorable)	
REVENUES Taxes	\$	56,000	\$	56,000	,\$	59,406	\$	3,406
EXPENDITURES Public works		30,000		41,800		41,764		36
NET CHANGES IN FUND BALANCES		26,000		14,200		17,642		3,442
FUND BALANCES - BEGINNING		133,341		133,341		133,341		<u>-</u>
FUND BALANCES - ENDING	\$	159,341	\$	147,541	\$	150,983	\$	3,442